

DD/A Registry

File

Security 4-1

14 MAY 1975

MEMORANDUM FOR: General Counsel

ATTENTION :

[Redacted]

VIA

: Deputy Director for Administration

SUBJECT

: Handling of Freedom of Information Act
Appeals Involving Security Files

1. Per our discussion of 13 May 1975, this Office can accept your modifications to our proposed procedure for handling Freedom of Information Act appeals involving security files. I suspect that neither of your suggestions would be very troublesome to us.

2. If the denied documents are so voluminous that duplication would not be in the best interest for everyone, these files can be reviewed down here or at your request we will bring them to your office for a review with representatives of this Office. From the standpoint of furnishing copies of critical documents before the appeal stage, we have no problem with doing this on request. We envision a follow-up system for retrieval of all copies of documents so that copies of security documents will not be out of the Office in an uncontrolled situation.

3. Pursuant to our agreement, I am notifying personnel of this Office that the procedure recommended is to be put into effect immediately, subject to the caveats mentioned above which were raised by you.

[Redacted Signature]

Charles W. Kane
Director of Security

Distribution:

Orig. & 1 - Addressee
1 - DDA

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